

*Nat'l
Endow*

9 April 1984

NOTE TO: Deputy Director for Administration

FROM:

Harry

Attached is a copy of my first communication from the National Endowment for the Arts since I was designated the Agency liaison officer for the Presidential Design Awards Program. I will, of course, attend the meeting on the 20th. I have asked to help me estimate the number of application forms we will need so that our designers may bring their work to the attention of the selection committee. As for the posters announcing the program, I will obtain enough copies for perhaps 25% of the Headquarters bulletin boards and one each for the outlying buildings just so that CIA participation in the program is made known to our employees.



Attachment

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Here is a copy of the letter just received from the National Endowment for the Arts. I would be grateful if you would develop for me an estimate of the number of application forms we might require. Don't forget the new building designers and, for that matter, the designers of the proposed Office of Security Duty Office.

I would think that about 40 posters would serve our needs; do you agree?



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Attachment

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